

Columbus Police Division Directive	EFFECTIVE	NUMBER
	May 15, 1996	10.02
	REVISED	TOTAL PAGES
	Mar. 30, 2018	4
Records Management		



I. Policy Statements

- A. Division **personnel** shall maintain **Division** records in accordance with the approved Records Retention Schedule and shall not request or order destruction of any record without first obtaining authorization from the proper authority.
- B. Division **personnel** shall maintain and organize **Division** records **and** filing systems so that any public record may be made available within a reasonable amount of time.
- C. Official Division records shall not be destroyed, transferred, or otherwise disposed of in violation of the current Records Retention Schedule. Any record which is the subject of a pending public record request shall not be destroyed or submitted for destruction. No record shall be destroyed if it pertains to any pending case, claim, or action.
- D. A log regarding the removal of **Division** personnel record files, in whole or in part, shall be securely maintained at the location where the file is normally kept. The log shall contain the date, time, and name of the person removing the file or file part; **the name of the supervisor present during the review of the file or file part**; the location of the file or file part; and the date and time of **the return of the file or file part**.
- E. Division Personnel Records Files
 1. All official records regarding current and past Division employees shall be maintained in one of the following files. The listed contents of these files are not all inclusive.
 - a. Master Personnel File
 - (1) Administrative - raises, hire date, promotions, etc.
 - (2) Discipline - as appropriate in accordance with collective bargaining agreements
 - (3) On-duty traffic crash investigations
 - (4) Commendations - awards and compliments
 - (5) EARS packet(s)
 - (6) Miscellaneous - officer assaults, miscellaneous reports, **etc.**
 - b. Background Investigation File
 - (1) Personal history questionnaire
 - (2) Background investigation summaries
 - (3) Pre-employment polygraph exam report

- c. Division Training File
 - (1) Recruit class records
 - (2) Miscellaneous training records
 - (3) Driver training records
 - (4) In-service training records
 - (5) Vehicular pursuit training records
 - (6) Documentation of attendance at outside seminars or schools
 - (7) Firearms qualification records
 - d. Internal Affairs Bureau (IAB) File
 - (1) Citizen complaints
 - (2) Uses of force, levels 2-8
 - (3) Injuries to prisoners, including injuries prior to police contact
 - (4) Investigative files resulting in disciplinary action
 - (5) Internal investigations
 - (6) Discharge of firearms
 - (7) Stopping tactic investigations
 - (8) Vehicular pursuit investigations
 - (9) Strip searches
 - (10) Forced entries
 - e. Payroll Unit Records
 - (1) Time sheets
 - (2) Computerized payroll information
- F. Access to Division Records and Files
- 1. Division personnel desiring to view their own personnel files shall forward **an email or** written request, in accordance with the applicable collective bargaining agreement, to the supervisor directly responsible for the maintenance of the files. **For the master personnel file, the request shall be forwarded to the involved deputy chief. The review shall be conducted in the presence of the responsible supervisor.**
 - 2. Citizens or Division personnel desiring access to Division records other than their own **or for official duties**, as permitted by the Public Records Law, shall be referred to the Public Records Unit.
 - 3. Public Records Unit personnel are not required to search for or locate records belonging to another unit. Personnel assigned to the unit possessing the records shall locate the requested records and provide them to the Public Records Unit in a timely manner.

G. Records Retention and Destruction

1. Records shall be maintained according to the Records Retention Schedule on file with the Records Commission.
2. The Public Records Unit shall maintain the current Records Retention Schedule **and instructions for records storage and destruction** on the Division *intranet*.
3. All units/bureaus shall conduct an annual review to determine which records are eligible for storage or destruction.
4. **Division personnel shall ensure all** records meet the following **criteria prior to transferring them** to the records warehouse for storage:
 - a. **There is** an applicable retention schedule **for the records**, or a letter requesting the implementation of a schedule has been submitted to the Public Records Unit.
 - b. The need to access the records is limited.
 - c. The records **are** prepared for storage in accordance with the **instructions listed on the Division intranet under the** “Public Records Unit” **link**.
5. Records meeting the retention period specified in the Records Retention Schedule that are of no further administrative, legal, fiscal, or historic value to the Division may be destroyed. Records that are statutorily required to be destroyed shall be destroyed.
6. When destroying records identified within the Records Retention Schedule as “no RC-3 needed,” the unit responsible for the records shall also be responsible for their destruction.
7. Records transferred to the records warehouse shall be presumed to be eligible for destruction upon the expiration of the retention period. Exceptions to this policy require the written authorization of a bureau commander/**manager** or above and shall include:
 - a. The reason for the extension.
 - b. Name and assignment of the person requesting the extension.
 - c. The estimated extension period.

II. Procedures

A. Public Records Unit Personnel

1. Pick up records for storage as requested.
2. Prior to taking control of records prepared for storage, ensure the records meet the established guidelines. Do not accept records unless they meet established guidelines.

3. Conduct an annual review to determine which stored records are eligible for destruction.
4. Schedule the destruction of records as needed. Complete and submit the RC-3s:
 - a. Through the Public Records Unit chain of command to the **Support Services** Subdivision Deputy Chief.
 - b. To the designated City and State agencies.
5. Destroy records in accordance with established procedures.
6. Maintain documentation of records destruction.
7. ***Maintain updated instructions on the Division intranet for Division personnel regarding records storage and destruction.***